

| <u>Start</u> | <u>6 MO</u> | <u>1 YR</u> | <u>2 YR</u> |
|--------------|-------------|-------------|-------------|
| \$11.93      | \$12.62     | \$13.31     | \$14.05     |

Union: Local 918  
Available: March 29, 2010

## **Public Health Aide**

### Grant County Health Department

This full-time position performs selected duties that are supportive, supplementary and complimentary to nursing practice. Duties include scheduling clients for health checks, assisting with the WIC program, back-up Home Health Aide/Personal Care/Hospice Aide by seeing clients as assigned, and performing clerical tasks.

#### **MINIMUM QUALIFICATIONS**

High School Diploma; Nursing Assistant Certification; good written and verbal communications; ability to lift 50 lbs., valid Wisconsin Driver's License, reliable transportation and car insurance; ability to work flexible hours including nights; ability to maintain confidentiality; knowledge of Spanish helpful; experience maintaining files and records.

A [Grant County application for employment, complete list of job requirements, and job description](#) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or the Grant County Personnel Department (608)723-2540. Application must be on file, completely filled in, no later than 4:00 p.m. on **February 26, 2010** to:

**Grant County Personnel**  
111 S. Jefferson St.  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

**Job Description**  
**Public Health Aide/Health Check**

**Supervision:**

Works under the direction of the Agency Director (or designee) of the Grant County Health Department.

**Nature of Work:**

A para-professional worker performing selected duties that do not involve skilled nursing or require nursing judgment, under the supervision of a professional nurse. These duties are supportive, supplementary and complimentary to nursing practice.

**Basic Requirements:**

High School Diploma; Must have a Nursing Assistant Certification; Good written and verbal communications; Ability to lift 50 lbs., Valid Wisconsin Driver's License, reliable transportation, and car insurance; Ability to work flexible hours including nights; Ability to maintain confidentiality; Knowledge of Spanish helpful.

**Duties and Responsibilities:**

- Schedule clients for health checks based on need and target lists
- Prepare for Health Check/WIC Clinics:
  1. Have all charts pulled prior to clinic, check immunizations listed on WIR, Prepare forms.
  2. Pack all supplies and equipment that is needed for Health Checks/WIC.
  3. Assist in loading the supplies into the WIC van.
- Assist at Health Check Clinics:
  1. Assist in unloading the van and in clinic set up, moving tables, etc.
  2. Provide WIC nurse with blue charts for clinic for all WIC clients
  3. Assist with the initial interview with the Health Check client and/or parent completing appropriate forms.
- Assist in Collection of Vitals:
  1. Measure all children for height, weight and head circumference (birth – 3)
  2. Blood pressure on all children age 3-21 years.
  3. Vision testing on children 3-21 years
  4. Hearing testing on children age 3-21
  5. Check temperature of all children Urinalysis on children 3-21 years of age.
- Assist with Blood Testing for hemoglobin, lead, and cholesterol as needed
- Assist at WIC/Health Check clinics with immunization paperwork.
- Back-Up WIC Public Health Technician/Intake Position
- At WIC clinics, under the direction of the WIC Program Director, perform the following tasks:
  1. Prepare paperwork at clinic location for clients to be seen that day.
  2. Follow clinic roster for appointments.
  3. Attend all WIC clinics and interview clients to obtain eligibility
  4. Ensure appropriate paper work is completed
  5. Assist with secondary education activities at the request of the WIC staff.
  6. Perform height and weight assessment and enter information into Rosie program
- Back-Up Home Health Aide/Personal Care/Hospice Aides by seeing clients as assigned

**Office Work:**

1. Verify MA eligibility and enrollment in other health plans
2. Prepare billing forms
3. Send records to primary care physician.
4. Ship blood lead samples to the State Lab of Hygiene
5. Send letter with lead testing results and pamphlet indicating importance of Blood Lead testing to all individuals on lead list received from the State of Wisconsin.
6. If release of health information following HIPAA regulations.
7. Provide back-up to Clerical staff as needed including:
  - Answer phones and direct calls to necessary staff.
  - Assist walk-ins with immunizations, loan closet, or questions as needed
  - Assist with opening and mailing of the daily mail as needed.

**Other Duties:**

1. Assemble monthly Public Health newsletter.
2. Complete Wisconsin Immunization Checkpoint Law duties
3. Prepare Immunizations and fluoride varnish billing forms
4. Assist with the scheduling of Dental health program clients:
5. Attend such programs as required or requested by the Director to maintain nursing assistant certification, and other certifications or trainings as required for Health Check, WIC, etc.
6. Other duties as assigned